

U. S. Bankruptcy Court, Western District of Texas
CM/ECF DOCKETING PROCEDURE
For Attorneys
ORDER UPLOAD

This docketing procedure is completed as part of the proposed order upload of the CM/ECF Bankruptcy software for the Western District of Texas.

STEP 1 Click on either the Bankruptcy or Adversary hypertext link on the **CM/ECF MAIN MEU BAR**

STEP 2 Click on **Order Upload**. (See figure 1 below)



figure 1

STEP 3 Click on **Upload Single**. (See figure 2 below)

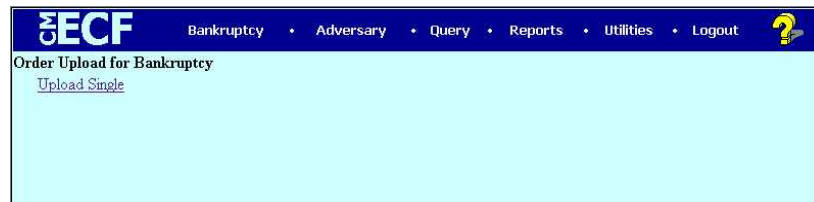
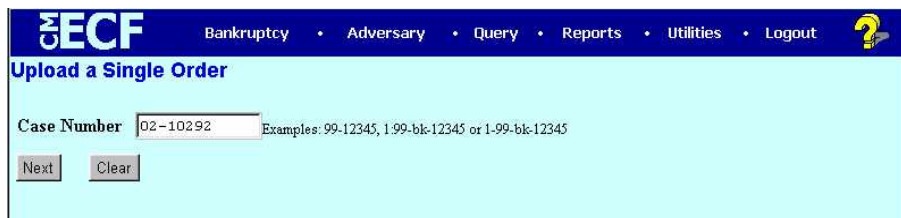


figure 2

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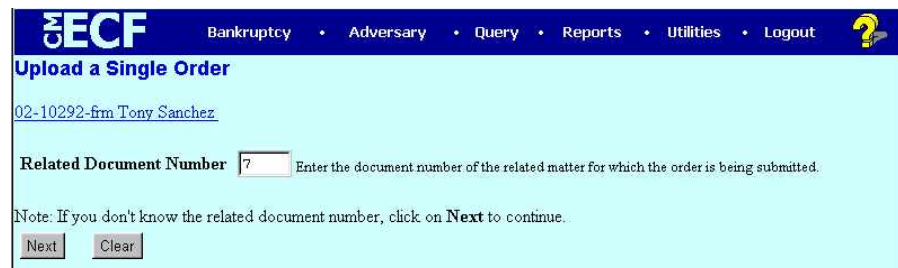
- STEP 4** Enter the Case Number of the proposed order being uploaded. Click Next. (See **figure 3** below).



The screenshot shows the 'Upload a Single Order' page in the CM/ECF system. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The main heading is 'Upload a Single Order'. Below this, there is a 'Case Number' label followed by a text input field containing '02-10292'. To the right of the input field, examples are provided: 'Examples: 99-12345, 1-99-bk-12345 or 1-99-bk-12345'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

figure 3

- STEP 5** Enter the Related Document Number of the proposed order being uploaded. Click Next. If you do not know the document number Click Next. (See **figure 4** below).



The screenshot shows the 'Upload a Single Order' page in the CM/ECF system. The top navigation bar is the same as in figure 3. Below the heading 'Upload a Single Order', there is a link: '02-10292-fm Tony Sanchez'. The 'Related Document Number' label is followed by a text input field containing '7'. To the right of the input field, a note says: 'Enter the document number of the related matter for which the order is being submitted.' Below this, another note states: 'Note: If you don't know the related document number, click on Next to continue.' At the bottom are 'Next' and 'Clear' buttons.

figure 4

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STEP 6 Select a type of order from the **Order Type** drop down box. If a hearing date has been *held* on the pleading you filed or is *scheduled for future date*, enter data in the **Hearing Date** field. Upload order by clicking the Browse Button. Click Next. (See figure 5 below).

The screenshot shows the 'Upload a Single Order' form in the CM/ECF system. The form is titled 'Upload a Single Order' and has a light blue background. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The form displays the following information: Case Number: 02-10292-fm, Case Name: Tony Sanchez, Related Document Number: 7, and Related Document Description: Motion to Extend Time. The 'Order Type' is set to 'Ex Parte (no Hearing Required)' in a dropdown menu. The 'Hearing Date' field is empty, with examples '03/19/2002 or 03/19/02' provided. The 'File to Upload' field contains the path 'N:\6657ca00.pdf' and a 'Browse...' button. A note states: 'Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.' An attention message in red text says: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom, there are 'Next' and 'Clear' buttons.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Upload a Single Order

Case Number: 02-10292-fm
Case Name: Tony Sanchez
Related Document Number: 7
Related Document Description: Motion to Extend Time

Order Type: Ex Parte (no Hearing Required) ▼

Hearing Date: Examples: 03/19/2002 or 03/19/02

File to Upload: N:\6657ca00.pdf

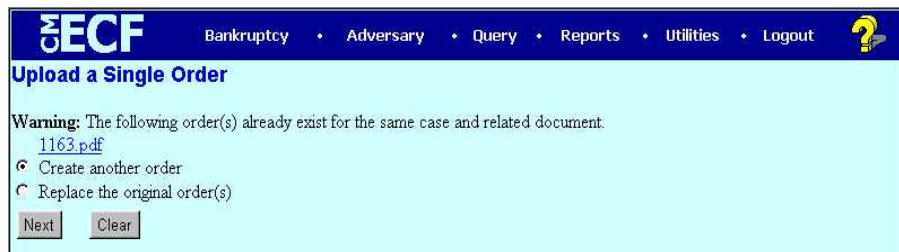
Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

figure 5

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If an order has already been uploaded for the underlying document you are attempting to submit a proposed order for, you will see the following screen prior to the screen in **figure 5**. You will need to chose whether or not to replace the previously uploaded order. This would normally be the case, however there are instances when more than one order will relate to an underlying pleading such as Omnibus Objections to Claims, etc. (See **figure 6 below**)



The screenshot shows the CM/ECF web interface. The top navigation bar is dark blue with the 'ECF' logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is 'Upload a Single Order'. A warning message states: 'Warning: The following order(s) already exist for the same case and related document: 1163.pdf'. Below the warning, there are two radio button options: 'Create another order' (which is selected) and 'Replace the original order(s)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

figure 6

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STEP 7 The Upload Successful screen appears and recounts the selections you made during the transaction. If you made a mistake, please contact the clerk's office immediately. If you wish to continue to upload orders, click **Do it again**. If you have completed uploading orders, select another option from the blue **Main Menu Bar** or logout of the system. (See **figure 7 below**)

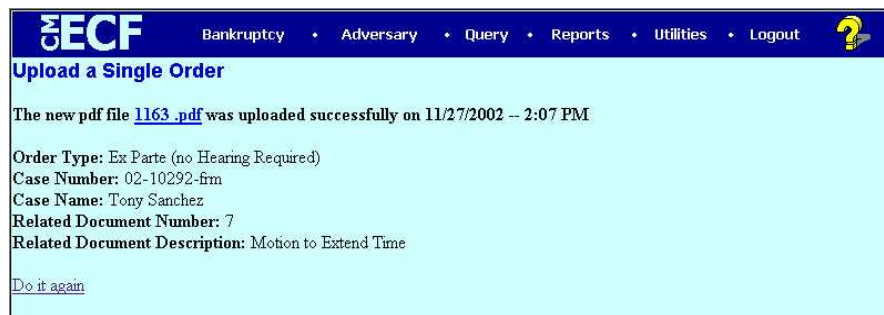


figure 7